

COVID-19 Employee Return to Work Processes

Overview for RRH Leaders

Leaders, please review the following information, as it contains important action items and steps for your teams regarding Return to Work Processes.

For further details, please reach out to your HR Operations Manager.



Employee tests positive for COVID-19:

- **Test conducted inside or outside an RRH facility:** Employee must contact the RRH COVID-19 Employee Hotline at 585-454-8202 when they receive their positive test result.
 - » WorkReady (Employee & Occupational Health) will advise employee to follow up with their PCP.
- **Employee is placed out of work:** WorkReady will direct employee to quarantine.
- **Return to work:**
 - » Employees are instructed to contact the Hotline or complete the return to work questionnaire on the WorkReady Employee Portal.
 - » WorkReady will either advise employee to continue quarantine, retest, or return to work.
- **Leader actions:** The leader will receive notification from WorkReady that the employee has been quarantined.
 - » Leader is not required to notify staff when a team member tests positive for COVID-19.
 - » Leaders can run a report in Workday on their staff who are quarantined.
 - **My Employees on Leave of Absence** report is available in Workday. Leave type = RRH Initiated Medical Leave (quarantines)
 - » If requested, Infection Prevention can speak with employees about exposures and healthy COVID-19 prevention behaviors in the workplace.
- **Leader pay guidance:**
 - » *If employee is instructed to quarantine* by WorkReady or is quarantined by a public health agency, they will be coded in KRONOS as “Excused wPay Qrtn” until they meet return to work criteria. Please note, this pay code **only** applies if this is the employee’s first, second or third RRH Initiated Medical Leave. For additional quarantines after the third quarantine, please see below under “Additional Information.”
 - » *If symptoms continue past the quarantine timeframe*, employee will need a doctor’s note, and sick leave may apply unless WorkReady extends quarantine period.



Employee has COVID-19 symptoms:

- Employee should follow sick-call protocol. If employee tests positive, please follow directions for *Employee tests positive for COVID-19*.
- **Leader pay guidance:**
 - » Employee may use their time-off allotment for time away from work.
 - KRONOS paycode “Excused wPay Qrtn” **will only be used** if employee tests positive and is placed on RRH Initiated Medical Leave, as noted above.

ADDITIONAL INFORMATION

- **Employee’s child/household family member tests positive for COVID-19:**
 - » If employee is quarantined, please contact the RRH COVID-19 Employee Hotline at 585-454-8202, and follow instructions provided.
 - » Employee may qualify (with appropriate medical documentation) for Paid Family Leave upon NYS approval.
- **Employee is evaluated for an additional quarantine period:**
 - » Employee must contact the RRH COVID-19 Employee Hotline at 585-454-8202.
 - » Per New York State, a second or third order of quarantine must be based on a positive COVID-19 test. Documentation must be submitted from a licensed medical provider or testing facility.
 - » For additional quarantines after three orders of quarantine, an employee may use their time off allotment to cover time away from work.
 - » **Leader pay guidance:**
 - Leaders should refer to an employee’s leave status in Workday to determine the employee’s total number of RRH Initiated Medical Leaves. Leaders may view leave status using the My Employees on Leave of Absence report in Workday or the “Time Off” tab on the employee’s Workday profile.
 - If the employee has previously been paid for three bouts of RRH Initiated Medical Leave, please work with the employee to determine the time-off allotment that should be used.
- **Employee is vaccinated:**
 - » Employee receives vaccination: For the time employee is out of work in order to receive the COVID-19 vaccination, employee will be paid for up to (4) hours per injection. Use “Paid-Non-Prod-Comment Required” code in KRONOS.